UNIVERSITY OF TEXAS ARLINGTON

Space Inventory Respondent's CASIM Survey User Guide

April 2012

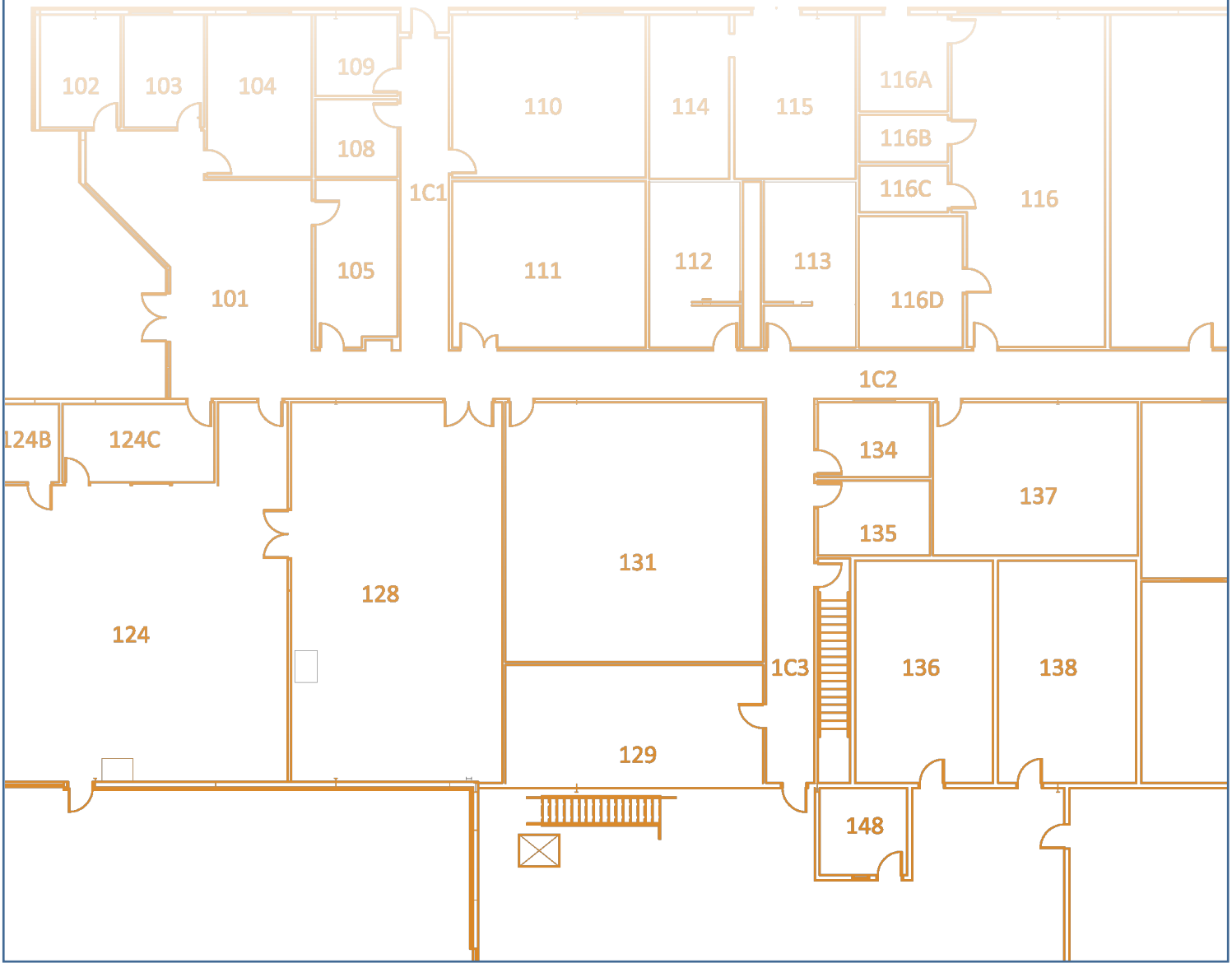


TABLE OF CONTENTS

Introduction 1

THECB Codes 4

Logging In 6

Accessing the CASIM Survey 7

Survey Screen Navigation 8

View Floor Plans 10

Filling Out the Room Survey 13

Using Help Files 23

Submit Survey as Complete 26

Appendix

A – Space Inventory Reporting Policies & Procedures A.1

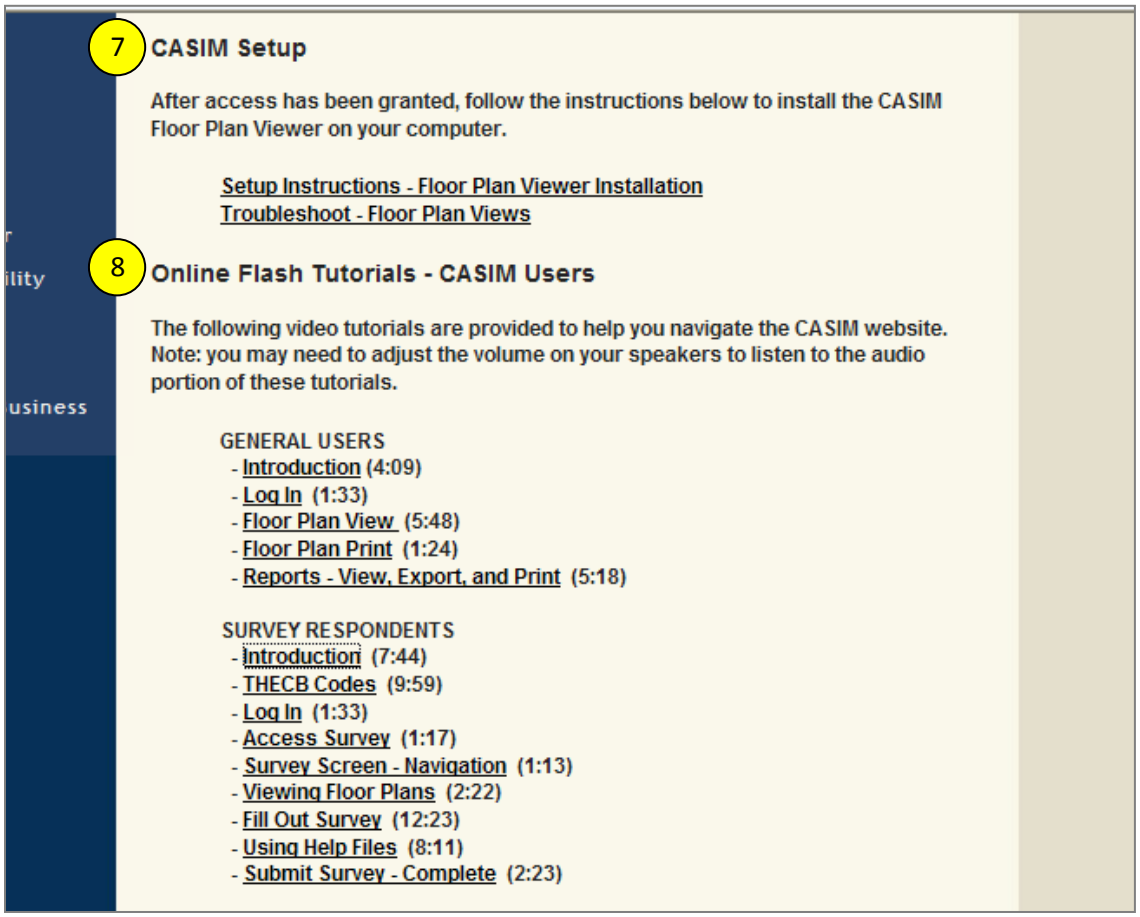
INTRODUCTION

In order to access and operate the CASIM ("Computer-Aided Space Inventory Management") System, every user must become familiar with the information provided on the Space Inventory Management Website (http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php). ***Note: this website can be located by typing "CASIM" in the search box located in the upper right hand corner of the UTA homepage.***

See the following screenshots to get an overview of the resources made available though this Space Inventory Management website.

INISTRATION AND CAMPUS OPERA
SPACE INVENTORY MANAGEMENT
Facilities Management has implemented a new database system to track the University's Space Inventory. This new system is known as CASIM (Computer-Aided Space Inventory Management).
CASIM has multiple features with users' access based on permission levels granted by the CASIM Administrator. Shown below are a variety of resources to help you access any level of the system to which you have been granted access.
**Note: CASIM website is only compatible with the Internet Explorer browser, preferrably on a PC. Mac users must install a Windows virtual machine in order to operate CASIM through Internet Explorer. Mac users click here for more detail.
1
2
Click Here to Request CASIM Access
3
Click Here to visit the CASIM website
4
Click Here to view the CASIM Survey User Guide
5
Click Here to view the Space Inventory Reporting - Policies & Procedures
6
Click Here to select an Online Notification Form

1) User instructions for Mac users
2) CASIM access request form
3) Link to CASIM website
4) CASIM Survey User Guide
5) Space Inventory Reporting – Policies & Procedures
6) Page link to Online Notification Forms – forms used by Space Inventory Respondents to update their department's space inventory outside of annual June Survey period


7
CASIM Setup
After access has been granted, follow the instructions below to install the CASIM Floor Plan Viewer on your computer.
Setup Instructions - Floor Plan Viewer Installation
Troubleshoot - Floor Plan Views
8
Online Flash Tutorials - CASIM Users
The following video tutorials are provided to help you navigate the CASIM website. Note: you may need to adjust the volume on your speakers to listen to the audio portion of these tutorials.
GENERAL USERS
- Introduction (4:09)
- Log In (1:33)
- Floor Plan View (5:48)
- Floor Plan Print (1:24)
- Reports - View, Export, and Print (5:18)
SURVEY RESPONDENTS
- Introduction (7:44)
- THECB Codes (9:59)
- Log In (1:33)
- Access Survey (1:17)
- Survey Screen - Navigation (1:13)
- Viewing Floor Plans (2:22)
- Fill Out Survey (12:23)
- Using Help Files (8:11)
- Submit Survey - Complete (2:23)

7) Setup Instructions for installing the floor plan viewer plug-in on your desktop computer

8) Online video tutorials for both non Space Inventory Respondents (General Users) and Space Inventory Respondents (Survey Respondents).

Note: Selecting the "Introduction" tutorial will provide you with a much more detailed overview of this Space Inventory Management website. It is highly recommended that all users view the "Introduction" tutorial.

9
Survey Codes - THECB Reference Materials
The following reference materials are provided to assist you in completing the Annual Space Survey.
Space Use Codes / * Lab Types - Identifier Chart
Function Codes
CIP Codes
THECB Code Manual
10
Online Notification Forms
Use one of the following forms to notify the CASIM group of any Move/Relocation of department, reassignment of Space Use, or Floor Plan Inaccuracies.
Move/Relocation
Space Use Reassignment
Floor Plan Inaccuracies
11
Contact
Amelia Whatley - CASIM Administrator
(817) 272-0474, awhatley@uta.edu
Vice President for Administration and Campus Operations
Davis Hall, Room: 300, 3rd Floor: 701 S. Nedderman Dr.
Box 19119, Arlington, TX 76019
Phone: 817-272-2102 - Fax: 817-272-5805

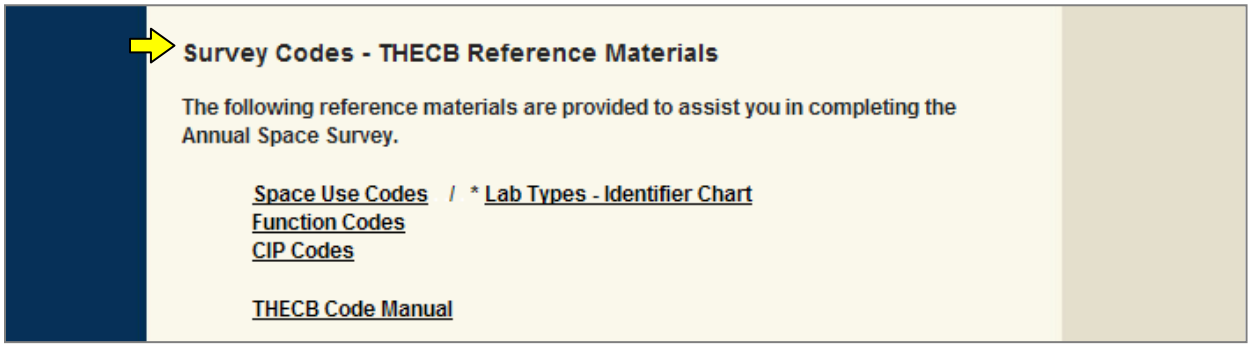
9) THECB code reference materials used by Space Inventory Respondents for the CASIM Survey

10) Online Notification Forms for Space Inventory Respondents to notify the CASIM Administrator of space inventory changes that occur outside of the June Survey period.

11) CASIM Administrator's contact information

THECB CODES

The THECB reference materials section is located near the bottom of the Space Inventory Management website. ***The Space Inventory Respondent is responsible for understanding THECB codes in order to accurately complete the annual CASIM Survey.***

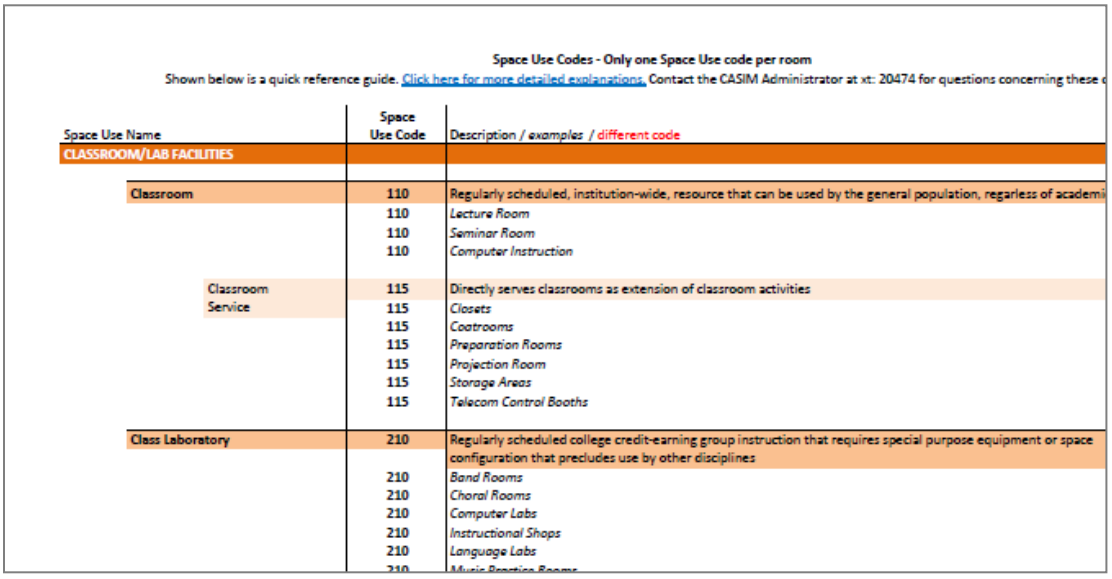

Survey Codes - THECB Reference Materials
The following reference materials are provided to assist you in completing the Annual Space Survey.
Space Use Codes / * Lab Types - Identifier Chart
Function Codes
CIP Codes
THECB Code Manual

Each room surveyed will need to have the following:

- 1 Space Use code
- 1 to 3 Function codes
- 1 to 3 CIP codes

Each of the first three code links shown in the screenshot above includes two separate resources 1) the quick reference guide and 2) the formal THECB code definitions.

1) Quick Reference Guide

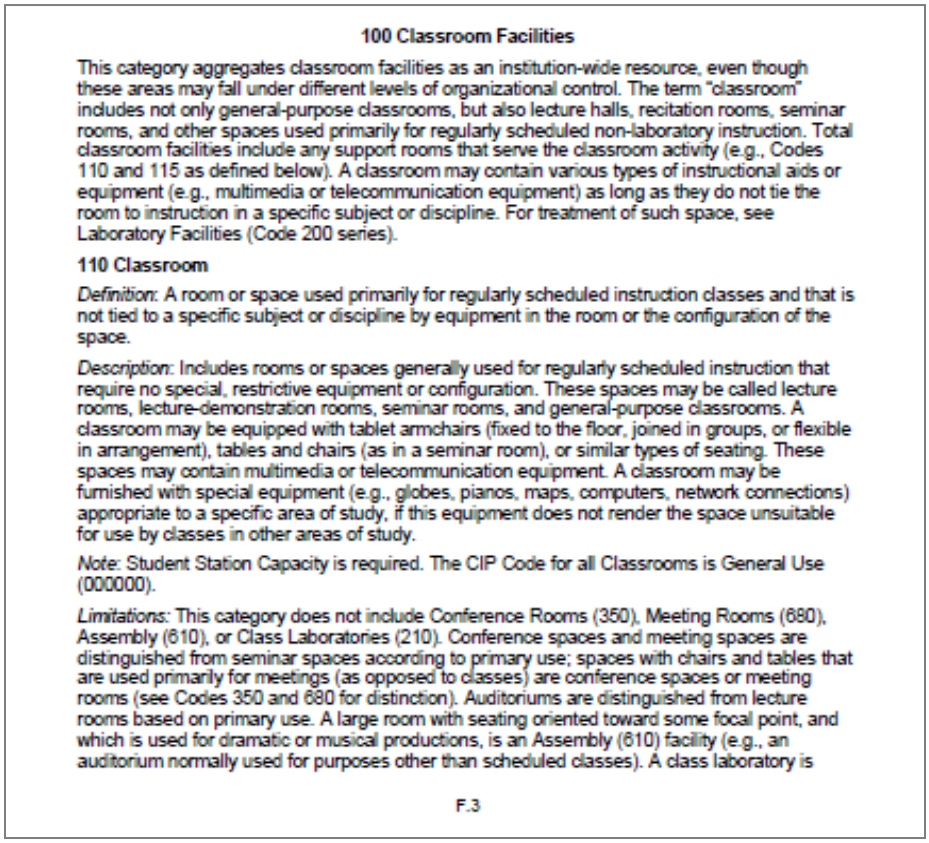


Space Use Codes - Only one Space Use code per room

Shown below is a quick reference guide. Click here for more detailed explanations. Contact the CASIM Administrator at xt: 20474 for questions concerning these

Space Use Name	Space Use Code	Description / *examples* / different code
CLASSROOM/LAB FACILITIES		
Classroom	**110**	Regularly scheduled, institution-wide, resource that can be used by the general population, regarless of academi
	110	*Lecture Room*
	110	*Seminar Room*
	110	*Computer Instruction*
Classroom Service	115	Directly serves classrooms as extension of classroom activities
	115	*Closets*
	115	*Coatrooms*
	115	*Preparation Rooms*
	115	*Projection Room*
	115	*Storage Areas*
	115	*Telecom Control Booths*
Class Laboratory	**210**	Regularly scheduled college credit-earning group instruction that requires special purpose equipment or space configuration that precludes use by other disciplines
	210	*Band Rooms*
	210	*Choral Rooms*
	210	*Computer Labs*
	210	*Instructional Shops*
	210	*Language Labs*
	210	*Music Practice Rooms*

2) Formal THECB Code Definitions (located in the pages following each Quick Reference Guide)



100 Classroom Facilities

This category aggregates classroom facilities as an institution-wide resource, even though these areas may fall under different levels of organizational control. The term "classroom" includes not only general-purpose classrooms, but also lecture halls, recitation rooms, seminar rooms, and other spaces used primarily for regularly scheduled non-laboratory instruction. Total classroom facilities include any support rooms that serve the classroom activity (e.g., Codes 110 and 115 as defined below). A classroom may contain various types of instructional aids or equipment (e.g., multimedia or telecommunication equipment) as long as they do not tie the room to instruction in a specific subject or discipline. For treatment of such space, see Laboratory Facilities (Code 200 series).

110 Classroom

Definition: A room or space used primarily for regularly scheduled instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.

Description: Includes rooms or spaces generally used for regularly scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunication equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this equipment does not render the space unsuitable for use by classes in other areas of study.

Note: Student Station Capacity is required. The CIP Code for all Classrooms is General Use (000000).

Limitations: This category does not include Conference Rooms (350), Meeting Rooms (680), Assembly (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoriums are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is

F.3

Quick reference guides are a tool to assist you in narrowing down your choices but should not be used to make your final coding selection. Final coding selection should be based solely on the formal THECB definitions and descriptions.

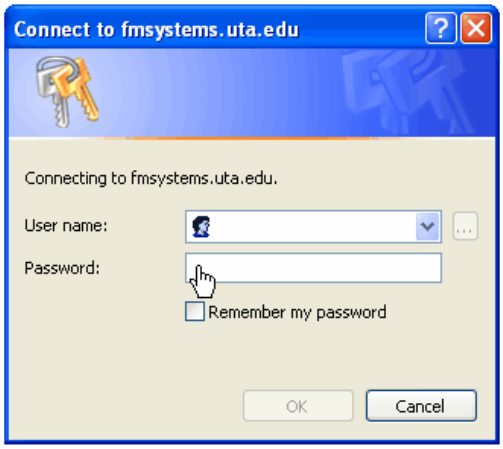
Formal THECB definitions for all three code types, as well as Frequently Asked Questions, can be found in the "THECB Code Manual" link (fourth and final link under the "THECB Reference Materials" section).

Note: If you are reporting on a class lab, special class lab, individual study lab, or research/non class lab then please refer to the "*Lab Types – Identifier Chart" link (shown next to the Space Use Codes link) to assist in determining the best Space Use code for your lab type.

LOGGING IN

1) First go to the CASIM website: https://fmsystems.uta.edu/fmiuta/

2) Do the following when prompted by the log-in screen shown below:



2a) Windows 7 users: first click the "Use Another Account" button . . then

2b) XP and Windows 7 users: type the following in the User name box: "uta\NetID" (with your NetID being the same username you use to log into the UTA network every day).

NOTE: you will not be able to access CASIM unless you include the "uta\" prefix. A "uta/" will not work. **You must use a backslash**, not a forward slash.

2c) Type your UTA network password in the password box.

3) If the CASIM website does not immediately open then one of two things may be wrong:

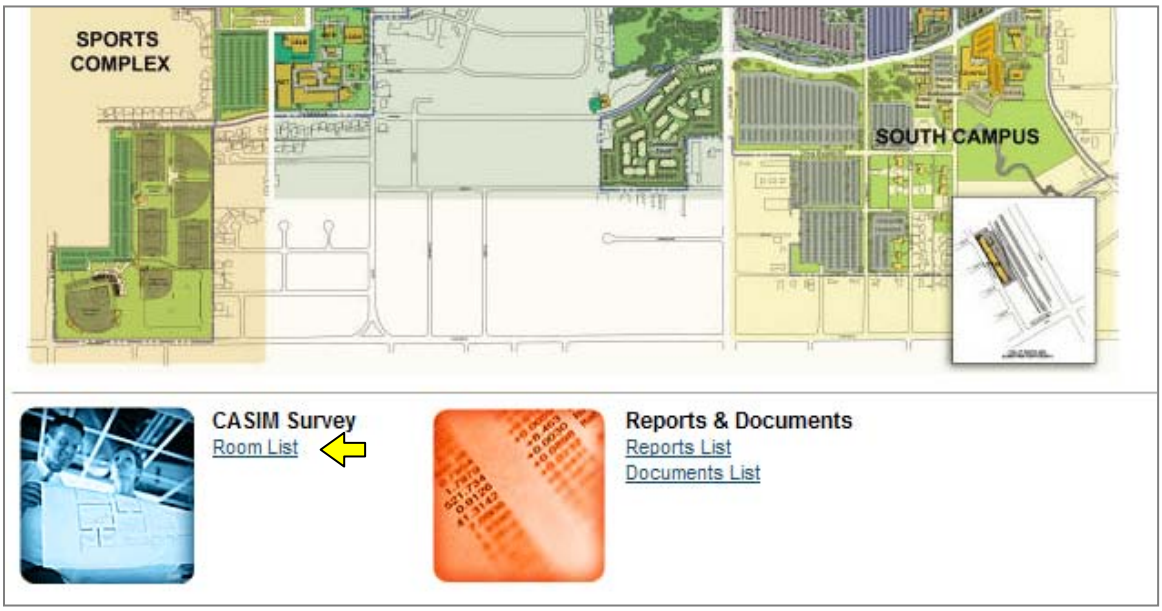
3a) You may not yet have formally requested access to the CASIM system. To request access, first time users must fill out the online access request form. See the "Introduction" section of this user manual to locate the "CASIM access request form" link (Item #2).

3b) You may have a typo in your log in. Carefully reread the instructions from step #2 above and try again.

4) If you continue to have difficulty logging in, contact Amelia Whatley at xt: 20474 for further assistance.

ACCESSING THE CASIM SURVEY

1) At the CASIM homepage, scroll down to below the UTA map and click on the "Room List" link located under "CASIM Survey".



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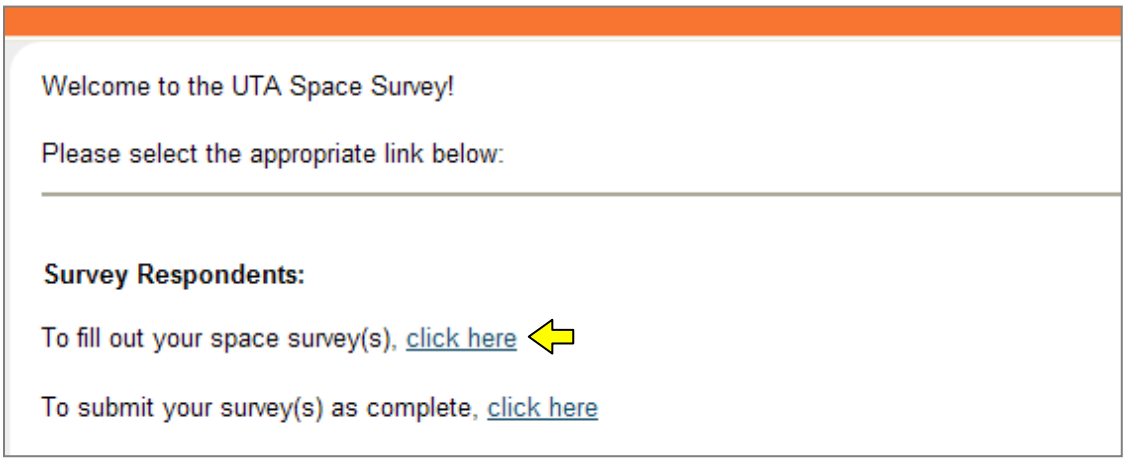
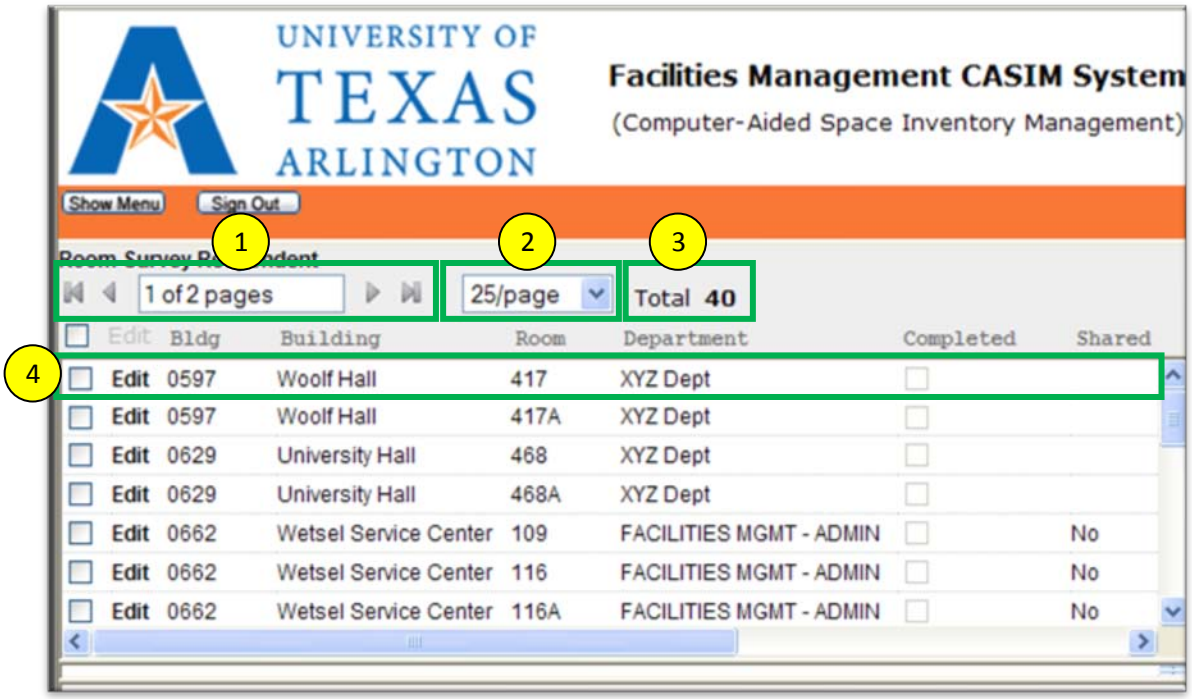
2) On the next page click on the first link that says "To fill out your space survey(s), click here"


Welcome to the UTA Space Survey!
Please select the appropriate link below:
Survey Respondents:
To fill out your space survey(s), click here
To submit your survey(s) as complete, click here

SURVEY SCREEN NAVIGATION

See below for navigational instructions:


UNIVERSITY OF TEXAS ARLINGTON
Facilities Management CASIM System
(Computer-Aided Space Inventory Management)
Show Menu
Sign Out
1
2
3
4
1 of 2 pages
25/page
Total 40
Edit Bldg Building Room Department Completed Shared
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept
Edit 0629 University Hall 468A XYZ Dept
Edit 0662 Wetsel Service Center 109 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116A FACILITIES MGMT - ADMIN No

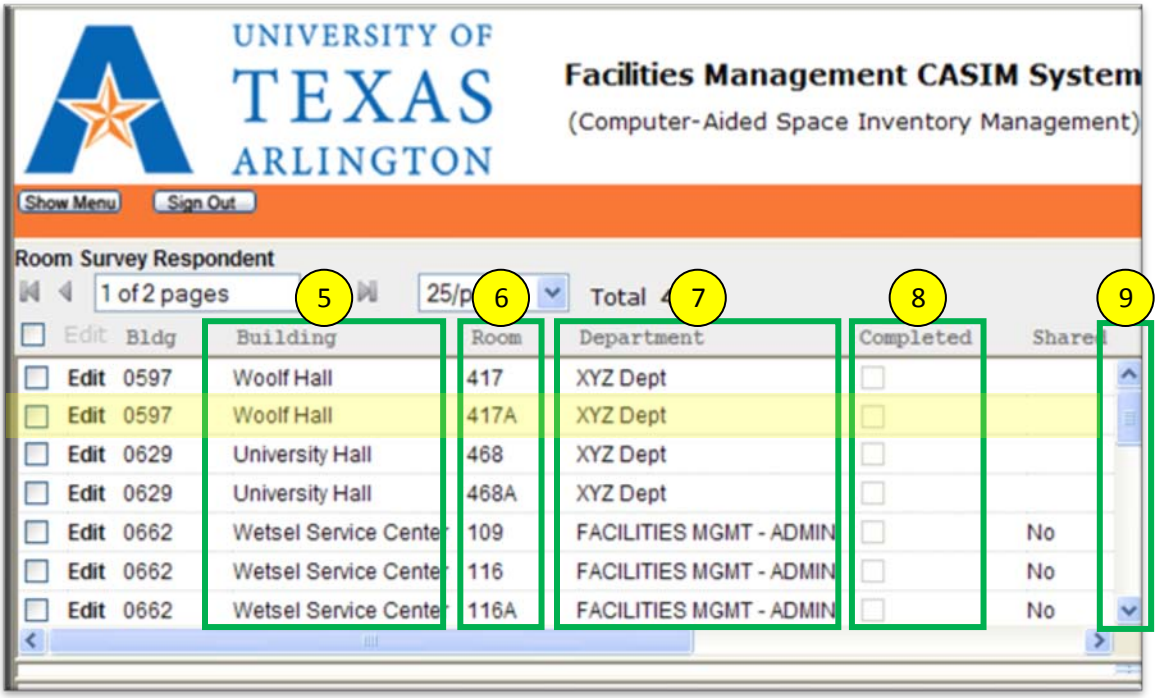
1) Total number of pages in your survey with directional arrows for scrolling forwards or backwards through the room listing pages.

2) Change the number of listings viewed per page

3) Total number of rooms (rows) in your survey.

   Note: If the total number of rooms in your survey (item #3) is greater than the number of room listings per page (item #2) then you must scroll forward (item 1) to view the remainder of your survey listing pages.

4) One room row in your room listing page.


UNIVERSITY OF TEXAS ARLINGTON
Facilities Management CASIM System
(Computer-Aided Space Inventory Management)
Show Menu
Sign Out
Room Survey Respondent
1 of 2 pages
Total
5
6
7
8
9
Edit Bldg Building Room Department Completed Shared
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept
Edit 0629 University Hall 468A XYZ Dept
Edit 0662 Wetsel Service Center 109 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116A FACILITIES MGMT - ADMIN No

5) Building column

6) Room Number column

7) Surveying Department column

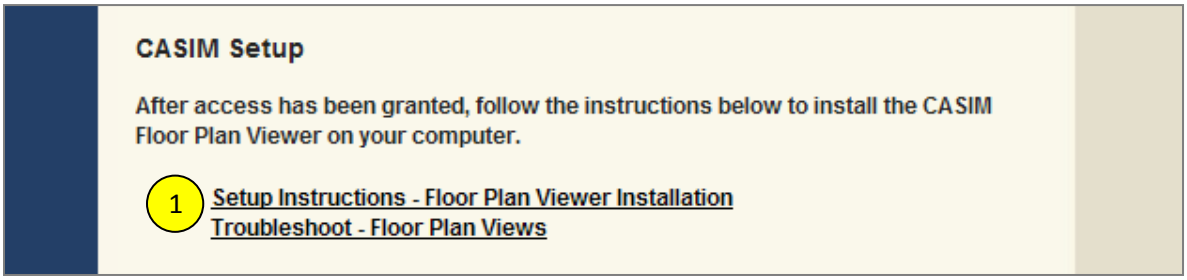
8) Room Survey Completion column – a check mark will indicate whether a room's survey has been completed.

9) Scroll down to view all room listings on a page

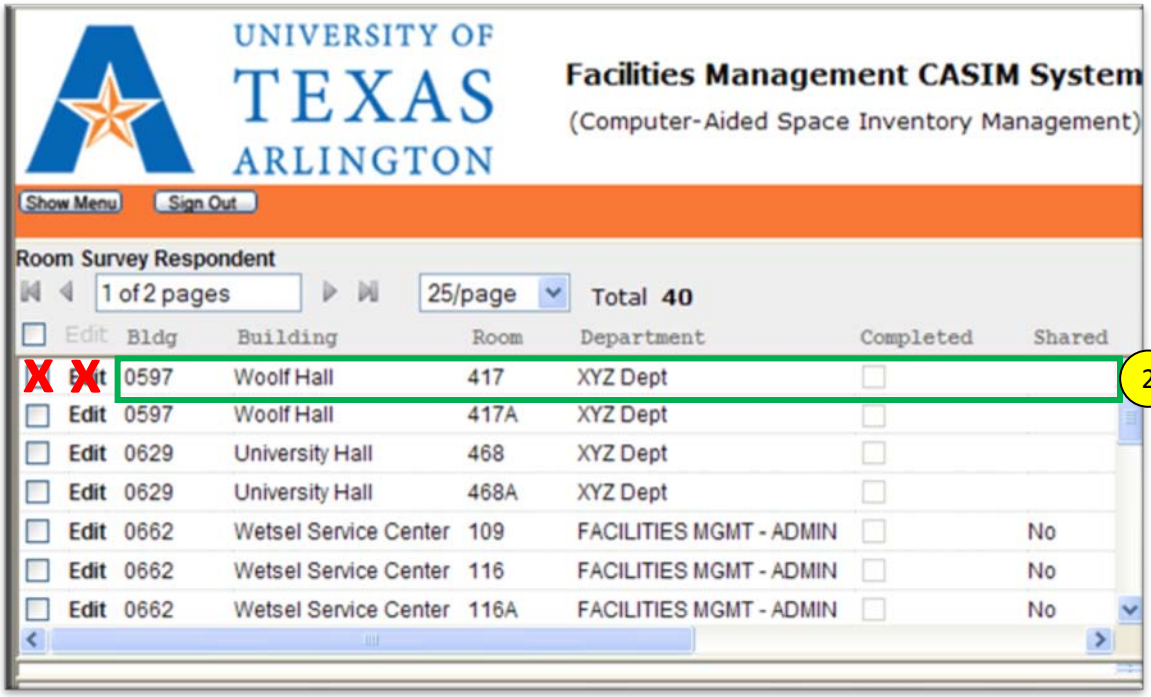
VIEW FLOOR PLANS

In order to view online floor plans, first-time users must first install the floor plan viewer plug-in.

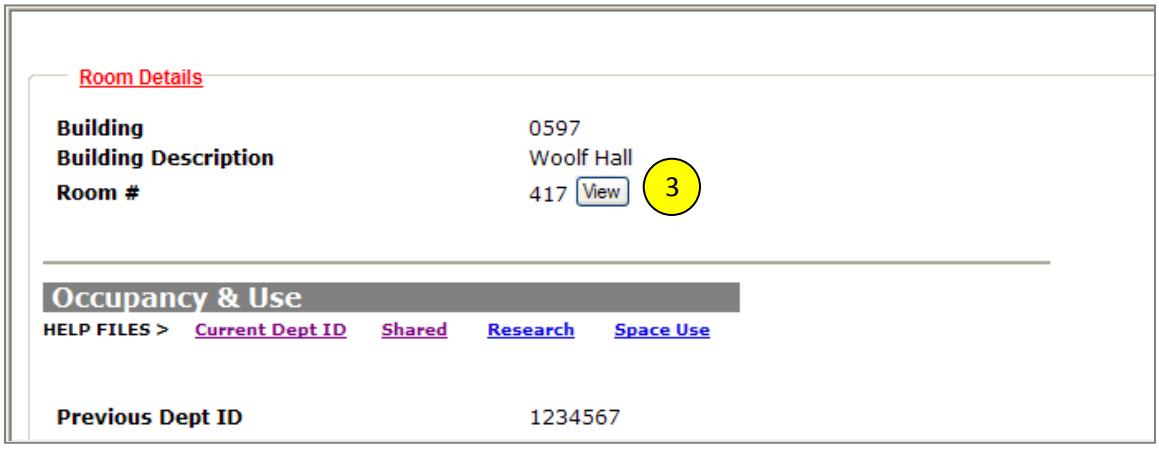
1) Instructions for installing the floor plan plug-in are located under the "CASIM Setup" section on the Space Inventory Management website. Once installed, move on to step 2.


CASIM Setup
After access has been granted, follow the instructions below to install the CASIM Floor Plan Viewer on your computer.
1
Setup Instructions - Floor Plan Viewer Installation
Troubleshoot - Floor Plan Views

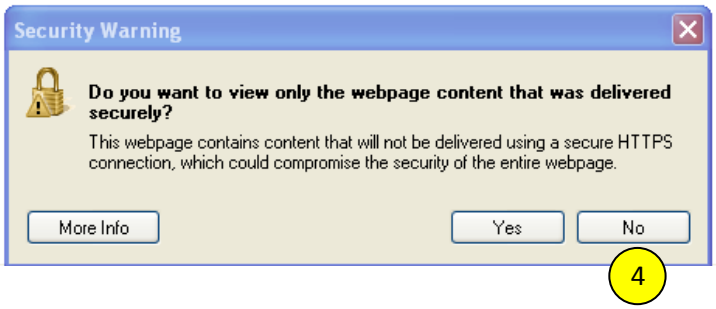
2) To view the online floor plan from within the CASIM Survey, first click anywhere on the room row (except on the check box or "Edit" link, located on the far left end of the row). Clicking on a room row will open a child window in the lower part of your screen.


UNIVERSITY OF TEXAS ARLINGTON
Facilities Management CASIM System
(Computer-Aided Space Inventory Management)
Show Menu
Sign Out
Room Survey Respondent
1 of 2 pages
25/page
Total 40
Edit Bldg Building Room Department Completed Shared
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept
Edit 0629 University Hall 468A XYZ Dept
Edit 0662 Wetsel Service Center 109 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116 FACILITIES MGMT - ADMIN No
Edit 0662 Wetsel Service Center 116A FACILITIES MGMT - ADMIN No
2

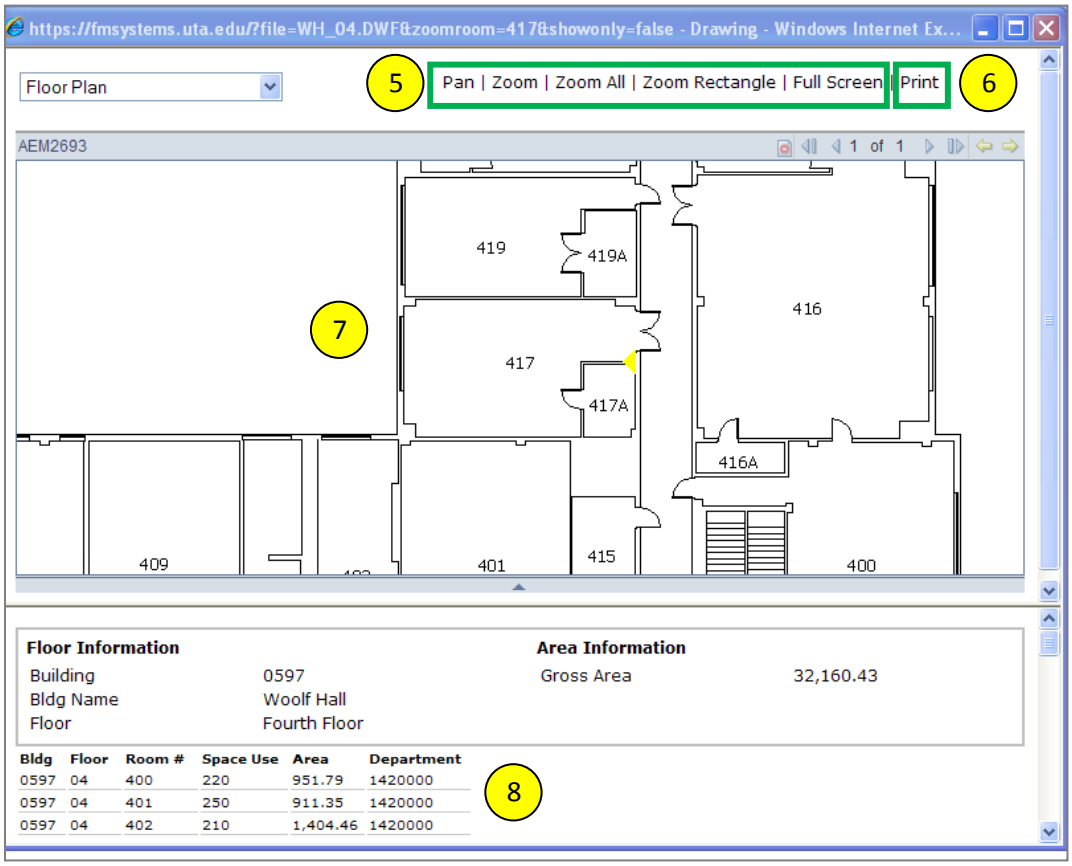
3) In the new child window, click on the “View” button located next to the room number.



4) Click “No” to open the floor plan window.


Security Warning
Do you want to view only the webpage content that was delivered securely?
This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.
More Info
Yes
No
4

See below for navigational instructions.



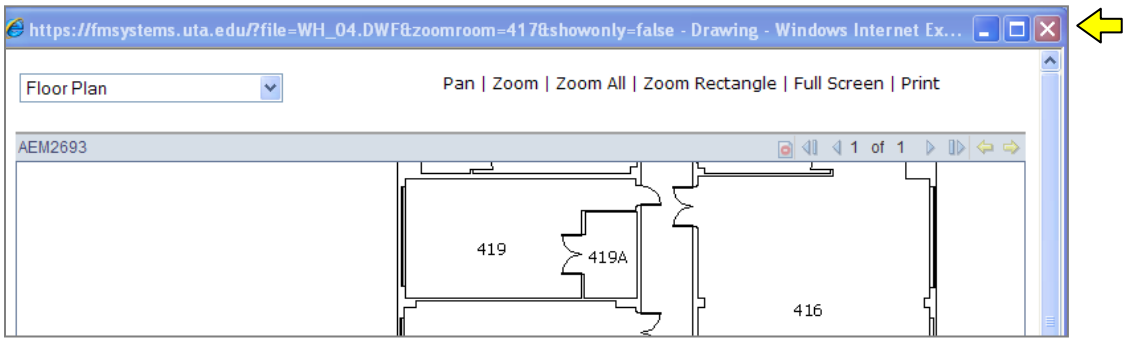
5) Floor plan navigation controls

6) Print control

7) Floor plan

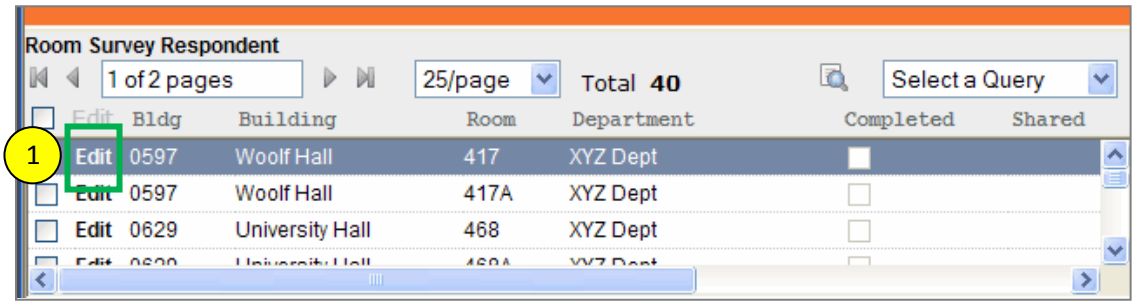
8) Listing of rooms in floor plan

To close out of this window and go back to your CASIM Survey screen, click the red "X" in the upper right-hand corner of the floor plan window.

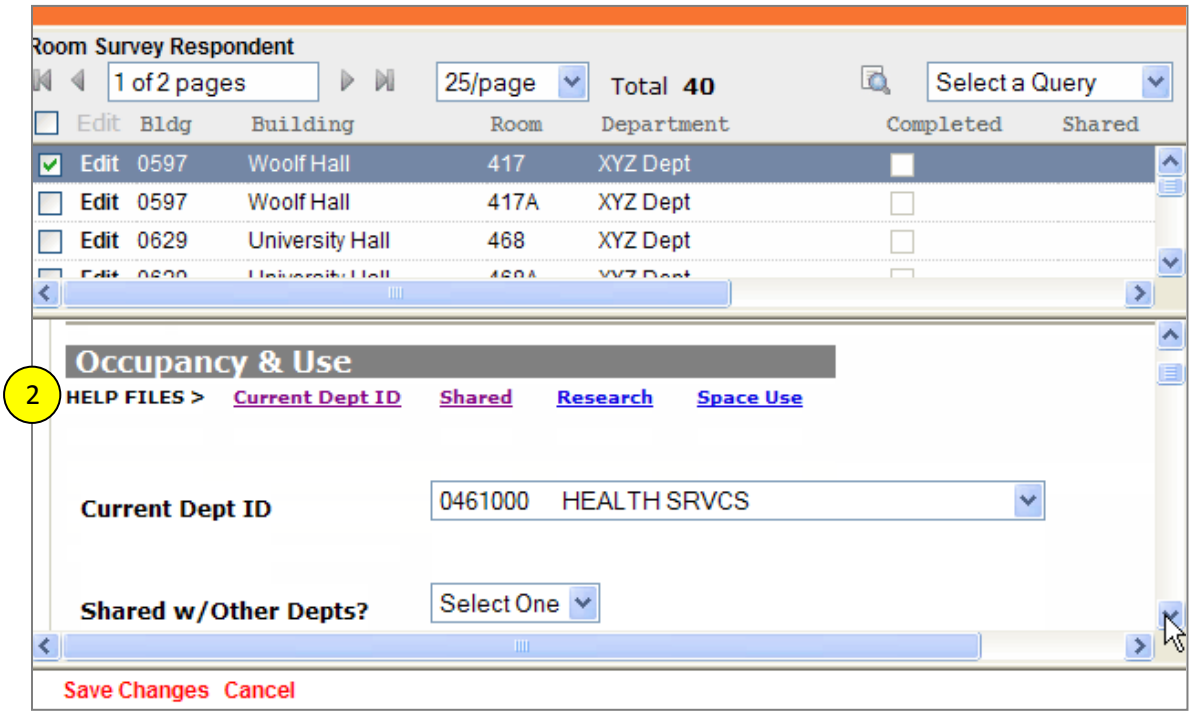


FILLING OUT THE ROOM SURVEY

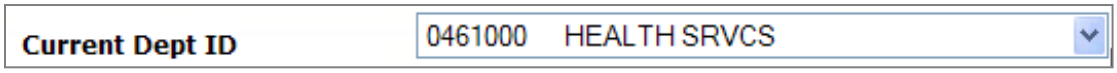
1) Click on the "Edit" link located on the far left of the room row for which you wish to fill out a survey form. Note that this example is filling out the Survey on behalf of XYZ Dept, as noted in the 4th column shown underneath the column header "Department".


Room Survey Respondent
1 of 2 pages
25/page
Total 40
Select a Query
Edit Bldg Building Room Department Completed Shared
1
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept

2) After clicking "Edit" you will see, In the lower part of your screen, the first section of that room's Survey Form titled "Occupancy & Use". Right below the Occupancy & Use heading you will see "Help Files >". Please reference these files frequently to refresh your memory as how to best respond to these survey questions.


Room Survey Respondent
1 of 2 pages
25/page
Total 40
Select a Query
Edit Bldg Building Room Department Completed Shared
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept
Occupancy & Use
2
HELP FILES > Current Dept ID Shared Research Space Use
Current Dept ID
0461000 HEALTH SRVCS
Shared w/Other Depts?
Select One
Save Changes Cancel

Shown below are details for each Survey question in the same order that they appear in the CASIM Survey.

3) 

Here you have one of two options:

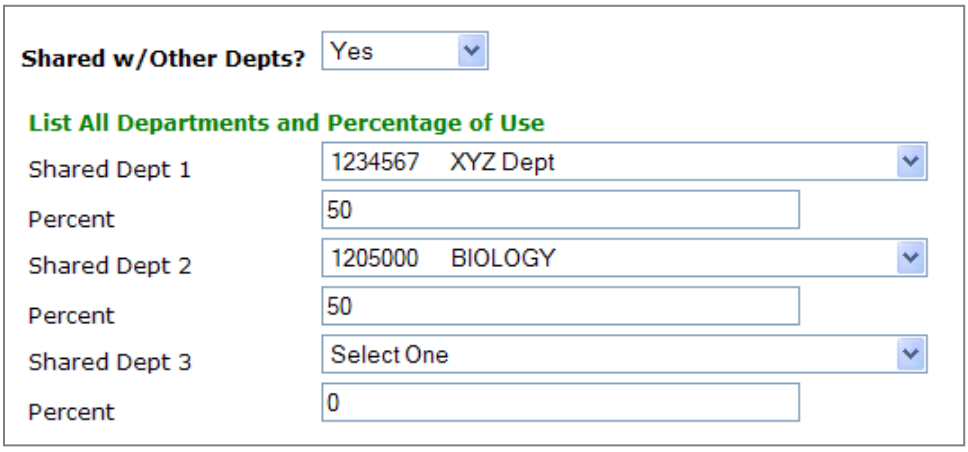
3a) Select your Dept Name, which in this example would be changed to XYZ Dept (as noted in item #1 above), or

3b) In the event that your department does not occupy/use this space, select "Unknown" from the drop down menu. Then follow the red-lettered instructions that will appear on the screen describing how to close out this room's survey form.

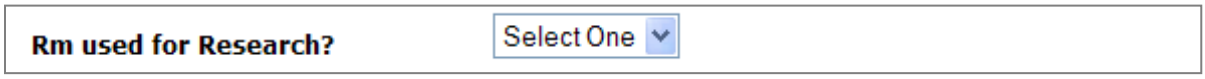
4)

Select "No" if your department is the exclusive user/occupant of this room.
Select "Yes" if your department uses/shares this room with any other departments.

Selecting "Yes" will open a sub form in which you are to list each department that shares the space, including your own department, and the percent of use. For example, if my department shares this space 50% of the time with Biology, I would fill this section out as shown below, starting with my department first:

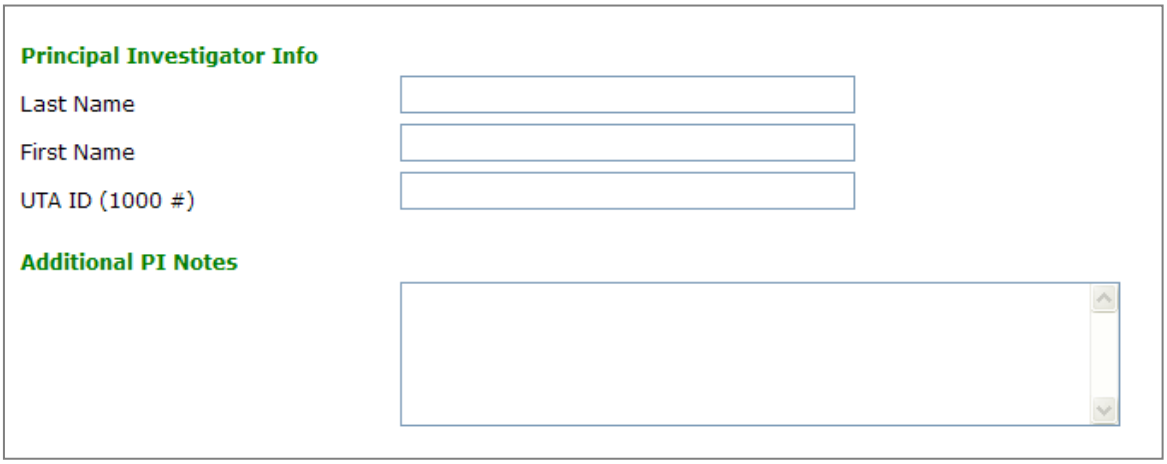


5)

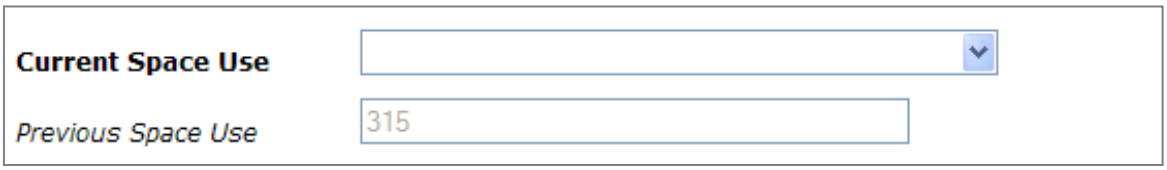


Select "Yes" if research activities are conducted in this room where the research has a stated goal or purpose and projected outcome as well as a set time period as a result of a contract, grant, or specific allocation of institutional resources. If this is not the case then select "No".

Selecting "Yes" will open a sub form in which you are to list the Principal Investigator associated with the research project. If there is more than one PI then list Last Name, First Name, and UTA ID of all remaining PI's in the "Additional PI Notes" box.



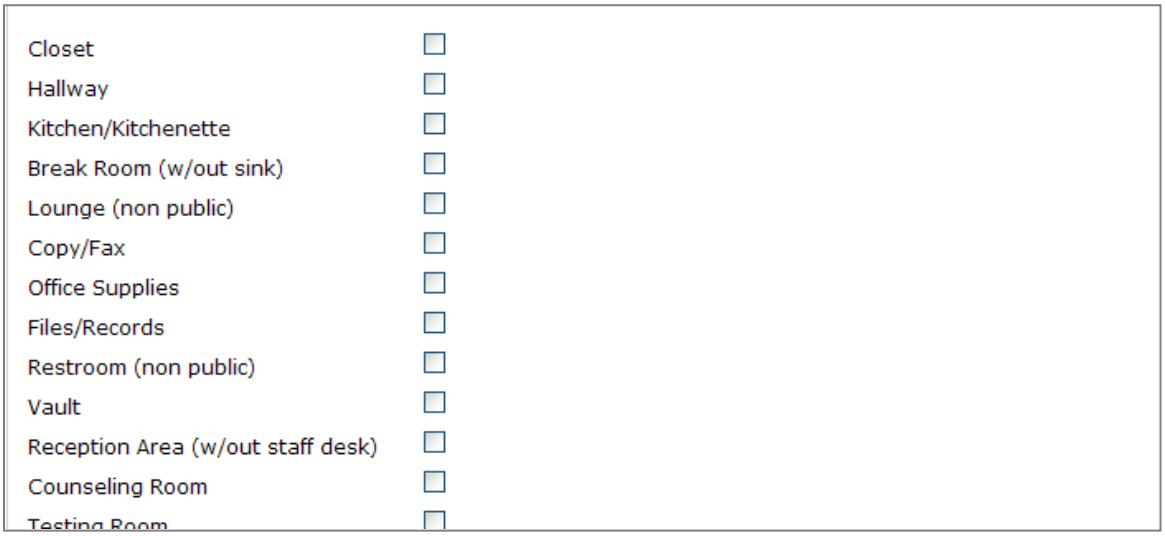
6)



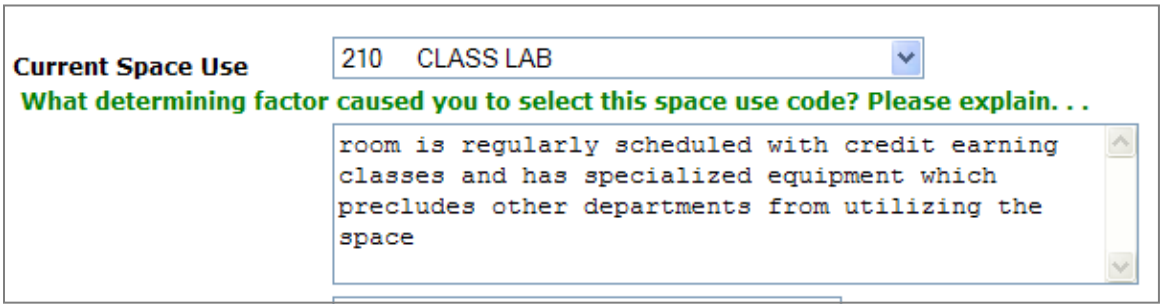
Select the Space Use code for this room in the box titled "Current Space Use". Do not leave this section blank. "Previous Space Use" identifies the code provided during the last CASIM Survey. If the Current Space Use is the same code as the Previous Space Use, you still need to select a code for Current Space Use.

Remember to refer to the Space Use Help File located under this sections header to review the code definitions and descriptions before making your code selection. Relying solely on the code's name from the drop-down menu can be misleading.

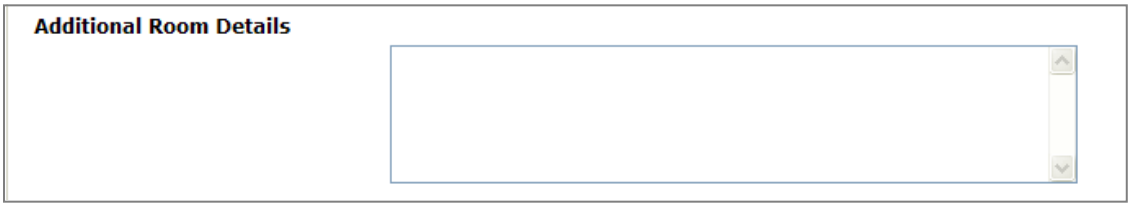
6a) Selecting a service type Space Use code (Office Service, Conference Room Service, Shop Service, etc) will open a sub form (shown below) in which you are to check the most accurate description of the service space.



6b) Selecting an instructional type Space Use code (Classrooms, Class Labs, Special Class Labs, etc) will open a sub form in which you are to explain the reasoning behind your code selection (shown below). This sub form is to verify that you have a clear understanding of the differences between the various instructional Space Use codes. These instructional Space Use codes are widely misunderstood and incorrect coding has a negative impact on the University's Utilization score, which in turn has a negative impact on state approval and funding levels for new building projects.


Current Space Use
210 CLASS LAB
What determining factor caused you to select this space use code? Please explain. . .
room is regularly scheduled with credit earning classes and has specialized equipment which precludes other departments from utilizing the space

7) Providing additional room details about what activities occur in this space and/or additional uses of the space provide valuable insight to the CASIM Administrator. Departments providing this information are less likely to be contacted by the CASIM Administrator requesting additional information.



8) The next section, “Instructional & Departmental Activities”, also has its own set of Help Files which each Space Inventory Respondent needs to review thoroughly in order to accurately complete their CASIM Survey.

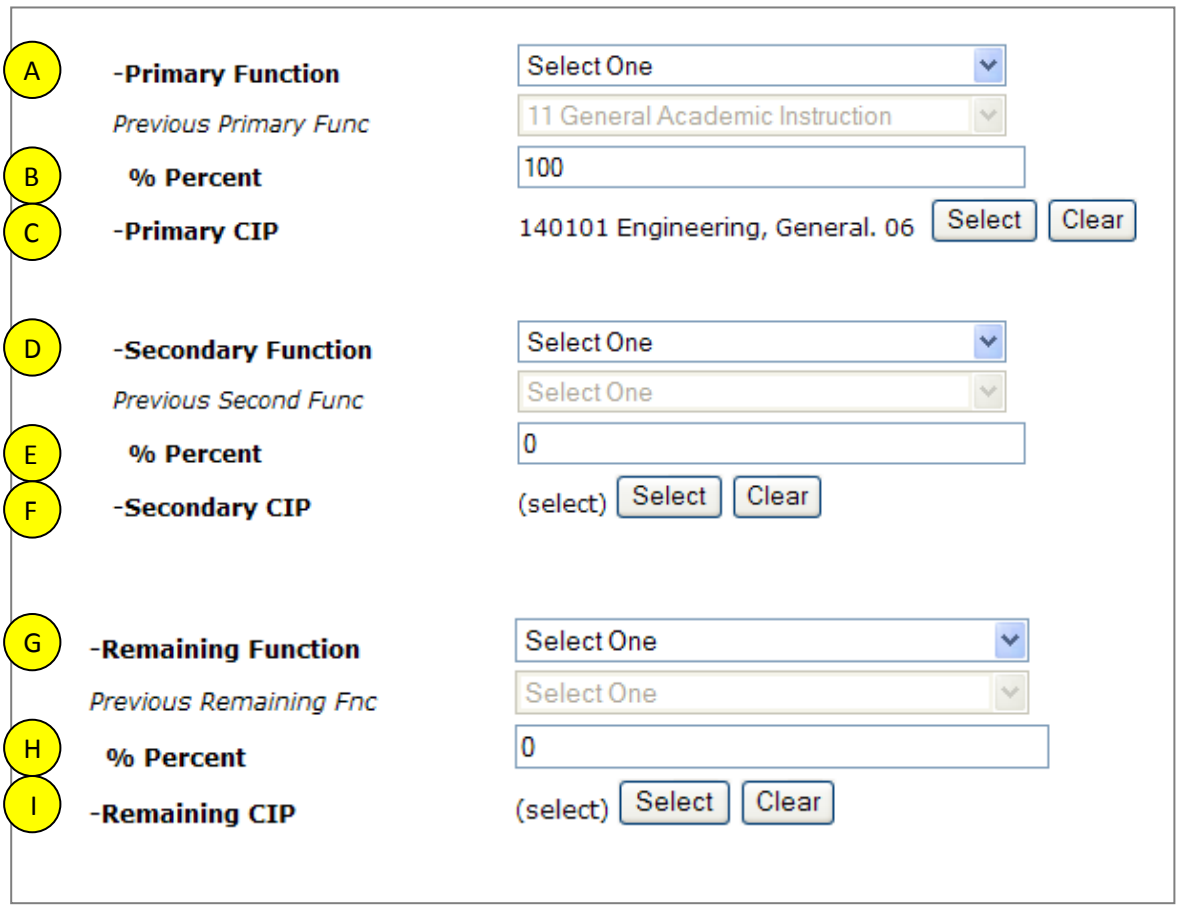
In a nutshell:

- Function codes describe the activities occurring in the space (Academic Instruction, Academic Administration, etc.)
- CIP (Classification of Instructional Program) codes identify the departmental category using the space (Civil Engineering, Recreation, etc). Note: CIP’s include both Academic and Non-Academic departments. Please review the CIP reference sheet thoroughly to verify you are selecting the appropriate CIP type.

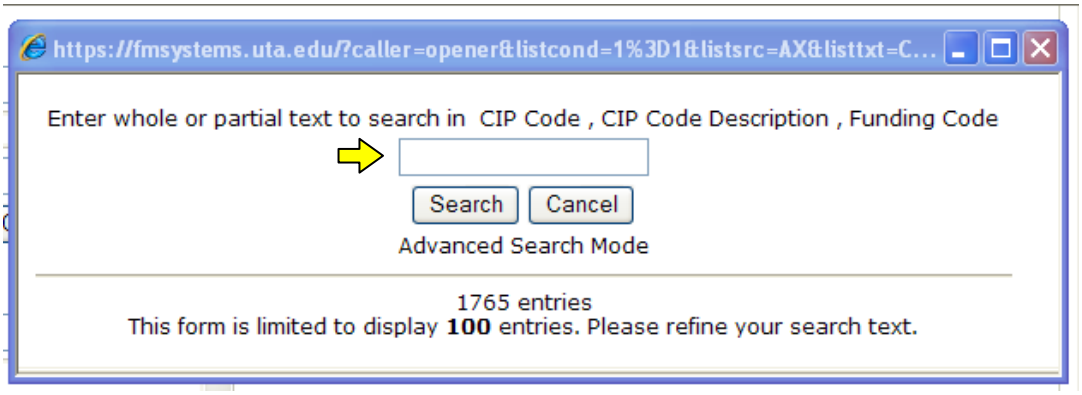
Unlike a Space Use code which can have only one code per room, Function codes and CIP codes can each have up to three codes per room. These three sets of codes are referred to as the Primary, the Secondary, and the Remaining. A percent is then applied to each code set in order to determine the split between the three sets.

9) Shown on the following page are examples of how to complete this section based multiple Function/CIP code scenarios.

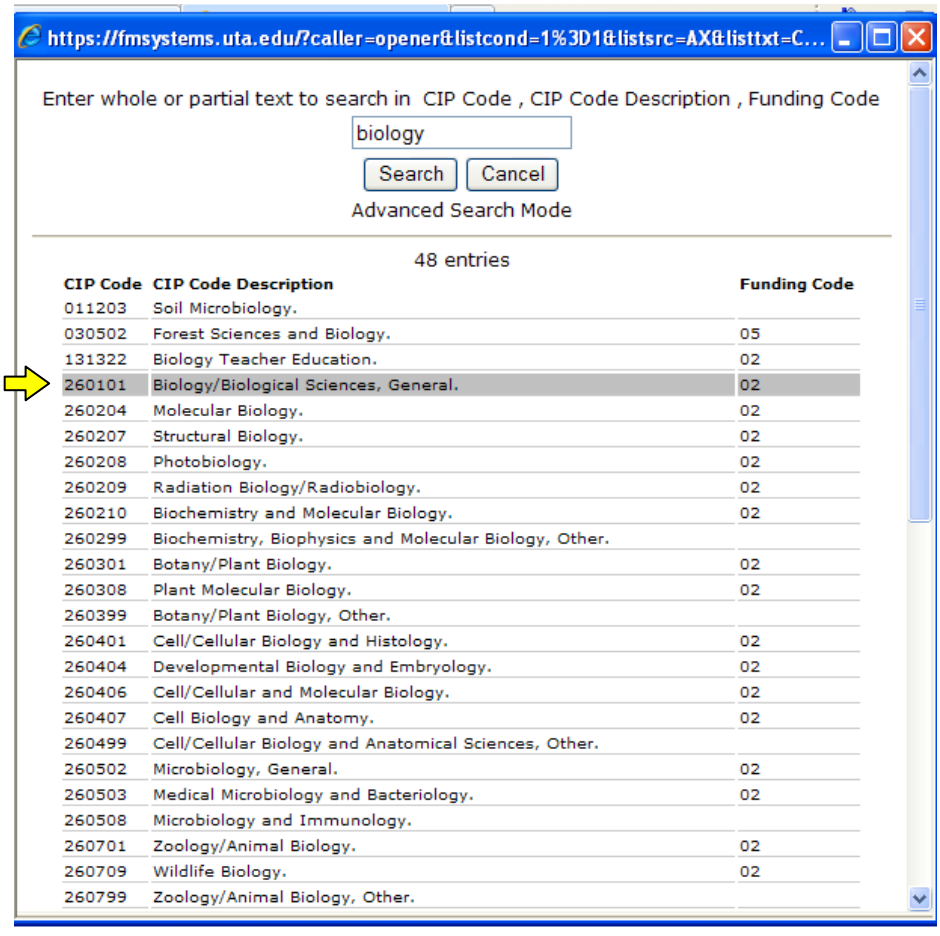
Nothing has changed since last year. I've reviewed the codes and am certain the previous data is correct.	(A) = Select: 11 General Academic Instruction (B) = (no change) (C) = (no change)
This space has one function but is now shared equally between two departments.	(A) = Select: 11 General Academic Instruction (B) = Type: 50 (C) = (no change) (D) = Select: 11 General Academic Instruction (E) = Type: 50 (F) = [Select] additional CIP
This space now has two functions but only one department.	(A) = Select: 11 General Academic Instruction (B) = type: 80 (C) = (no change) (D) = Select: additional function code (E) = Type: 20 (F) = [Select] same dept in "Primary CIP"
This space has two functions and two departments.	(A) = Select: 11 General Academic Instruction (B) = Select: 45 (C) = (no change) (D) = Select: 11 General Academic Instruction (E) = Select: 45 (F) = [Select] additional CIP (G) = Select: additional function code (H) = Select: 10 (I) = [Select] same dept from "Primary" or "Secondary"



9.1) When adding or changing a CIP, first click the CIP [Select] button (shown on the previous page). Then, in the new pop-up window, type in the instructional program (example “Biology”). Next, click the [Search] button.

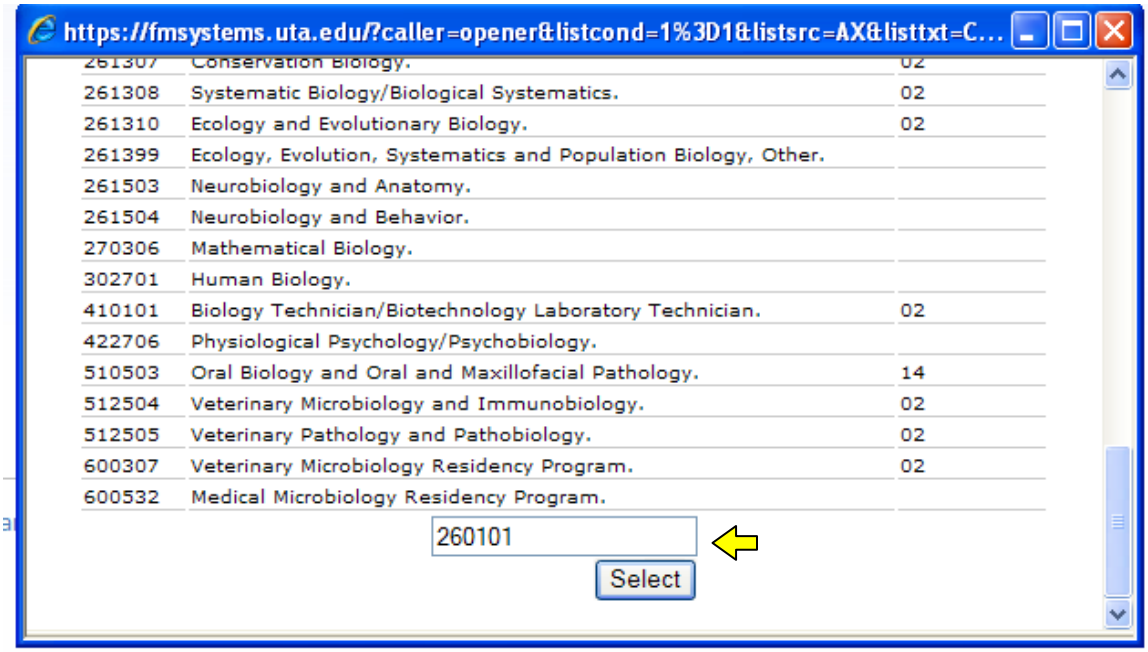

https://fmsystems.uta.edu/?caller=opener&listcond=1%3D1&listsrc=AX&listtxt=C...
Enter whole or partial text to search in CIP Code , CIP Code Description , Funding Code
Search
Cancel
Advanced Search Mode
1765 entries
This form is limited to display 100 entries. Please refine your search text.

9.2) You are now presented with all the CIPs that have the search term included. Click on the most appropriate CIP (shown below) and this code will automatically be placed in a new selection box located at the bottom of the page.

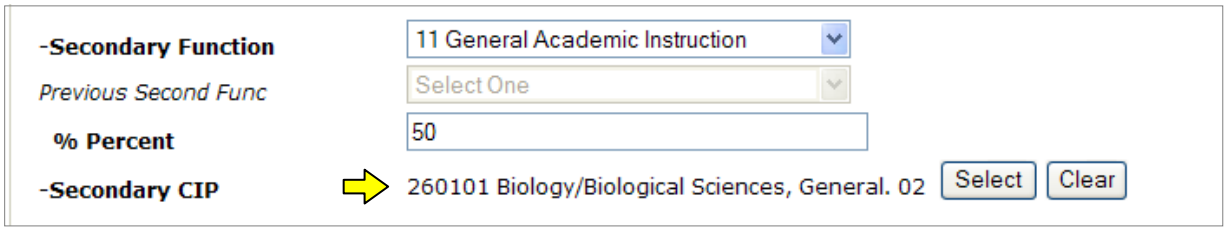


CIP Code	CIP Code Description	Funding Code
011203	Soil Microbiology.	
030502	Forest Sciences and Biology.	05
131322	Biology Teacher Education.	02
260101	Biology/Biological Sciences, General.	02
260204	Molecular Biology.	02
260207	Structural Biology.	02
260208	Photobiology.	02
260209	Radiation Biology/Radiobiology.	02
260210	Biochemistry and Molecular Biology.	02
260299	Biochemistry, Biophysics and Molecular Biology, Other.	
260301	Botany/Plant Biology.	02
260308	Plant Molecular Biology.	02
260399	Botany/Plant Biology, Other.	
260401	Cell/Cellular Biology and Histology.	02
260404	Developmental Biology and Embryology.	02
260406	Cell/Cellular and Molecular Biology.	02
260407	Cell Biology and Anatomy.	02
260499	Cell/Cellular Biology and Anatomical Sciences, Other.	
260502	Microbiology, General.	02
260503	Medical Microbiology and Bacteriology.	02
260508	Microbiology and Immunology.	
260701	Zoology/Animal Biology.	02
260709	Wildlife Biology.	02
260799	Zoology/Animal Biology, Other.	

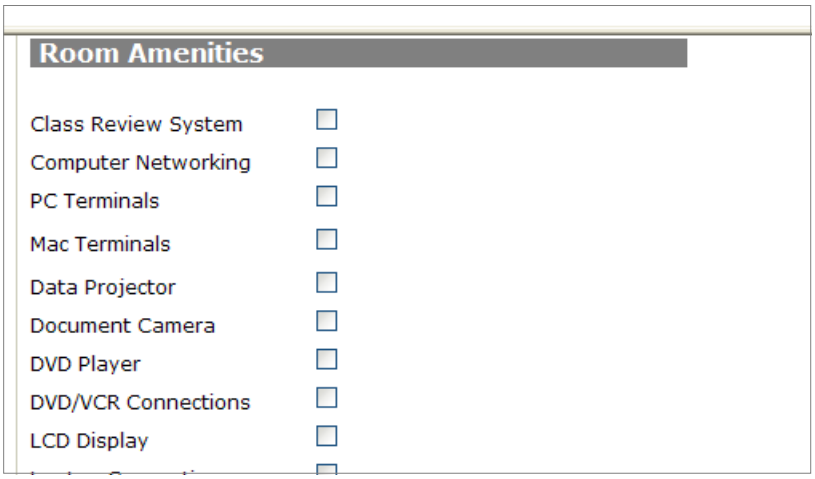
9.3) Scroll down to the bottom of the page to see the chosen CIP code and click the [Select] button to finalize your CIP selection.


https://fmsystems.uta.edu/?caller=opener&listcond=1%3D1&listsrc=AX&listtxt=C...
261307 Conservation Biology. 02
261308 Systematic Biology/Biological Systematics. 02
261310 Ecology and Evolutionary Biology. 02
261399 Ecology, Evolution, Systematics and Population Biology, Other.
261503 Neurobiology and Anatomy.
261504 Neurobiology and Behavior.
270306 Mathematical Biology.
302701 Human Biology.
410101 Biology Technician/Biotechnology Laboratory Technician. 02
422706 Physiological Psychology/Psychobiology.
510503 Oral Biology and Oral and Maxillofacial Pathology. 14
512504 Veterinary Microbiology and Immunobiology. 02
512505 Veterinary Pathology and Pathobiology. 02
600307 Veterinary Microbiology Residency Program. 02
600532 Medical Microbiology Residency Program.
260101
Select

The CIP selection window will automatically close and you will now see the updated CIP in your Survey form.

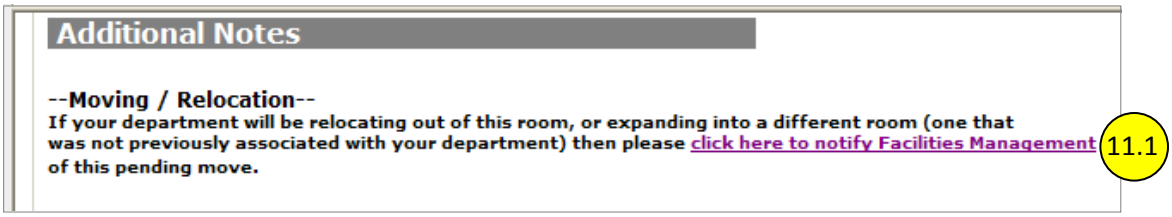


10) The next section of the Survey only appears if you've selected a Space Use code that identifies the room as being eligible for scheduling (example: class lab, conference room, meeting room, etc.) Within this "Room Amenities" section simply check the box next to each amenity that exists in the room. If this room has other amenities not shown in the list, then provide those details in the "additional amenities" text box located at the end of the Room Amenities list.



11) The final section of the survey, "Additional Notes", is available for you to provide information to the Space Inventory Manager that is not covered in the sections above.

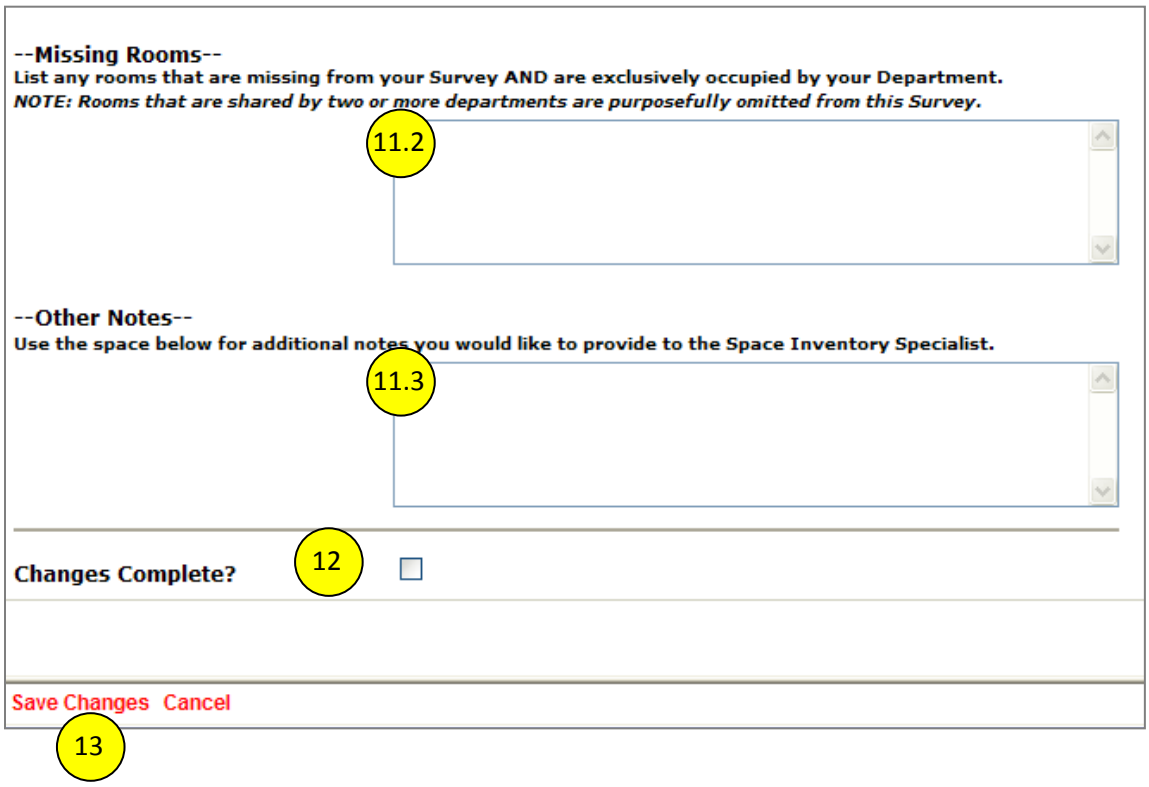
11.1) If you are filling out a survey for a room that your department will be vacating in the future then click on the link shown below:


Additional Notes
--Moving / Relocation--
If your department will be relocating out of this room, or expanding into a different room (one that was not previously associated with your department) then please click here to notify Facilities Management of this pending move.
11.1

. . . and provide details about the upcoming move in the online Move/Relocation Form.

11.2) "Missing Rooms" is available for you to notify the Space Inventory Manager of any rooms that are missing from your survey. Note: All rooms that are "shared" by two or more departments are purposefully omitted from the online survey. Shared rooms are reported separately via emailed Excel spreadsheets.

11.3) "Other Notes" is available for you to share any other final room details with the Space Inventory Manager prior to completing a room's survey.


--Missing Rooms--
List any rooms that are missing from your Survey AND are exclusively occupied by your Department.
NOTE: Rooms that are shared by two or more departments are purposefully omitted from this Survey.
11.2
--Other Notes--
Use the space below for additional notes you would like to provide to the Space Inventory Specialist.
11.3
Changes Complete?
12
Save Changes Cancel
13

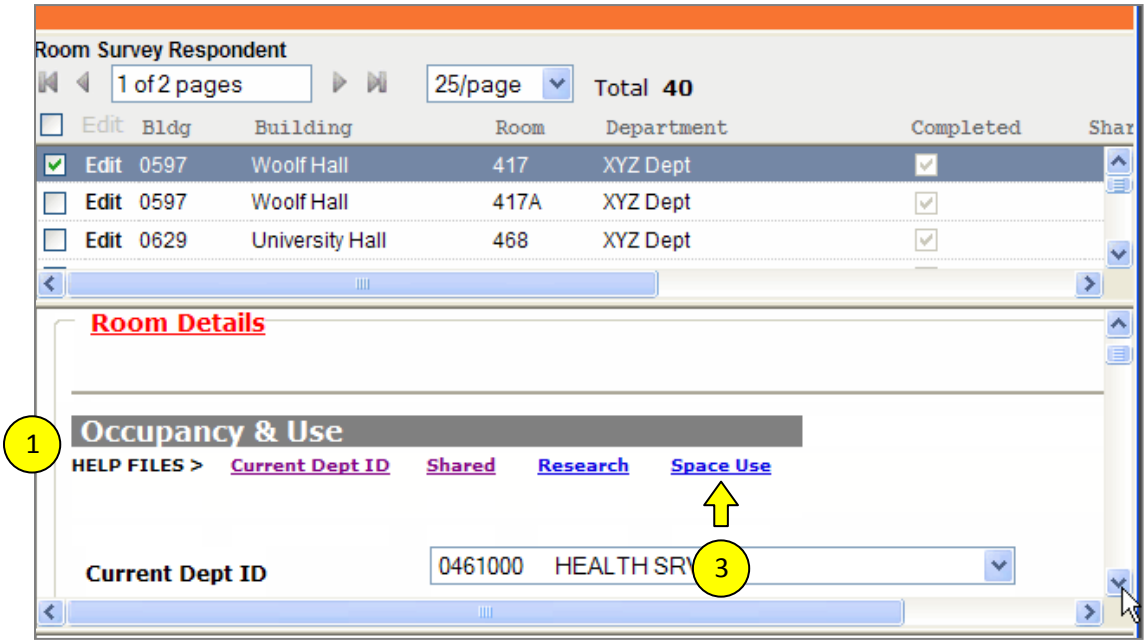
12. Check this box to mark this survey as complete.

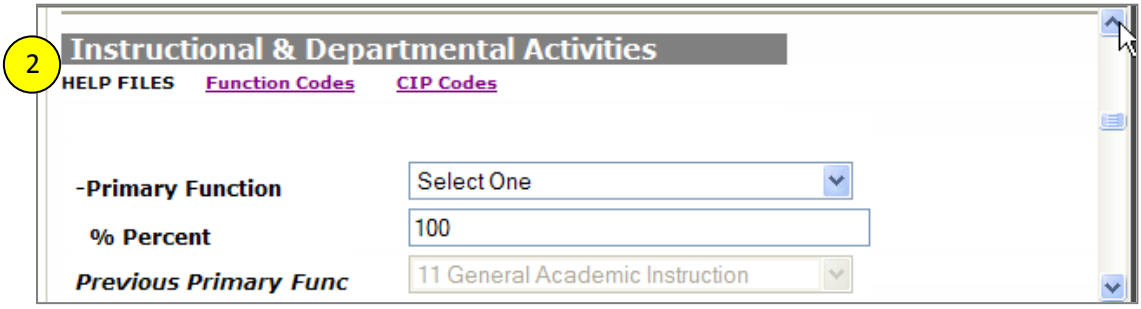
13. Click "Save Changes" to save your answers for this room's survey.

USING HELP FILES

Each help file provides additional details about the survey question, tips on how best to answer each question, and links to the Quick Reference Guides/THECB Manual.

See below for help file navigation:

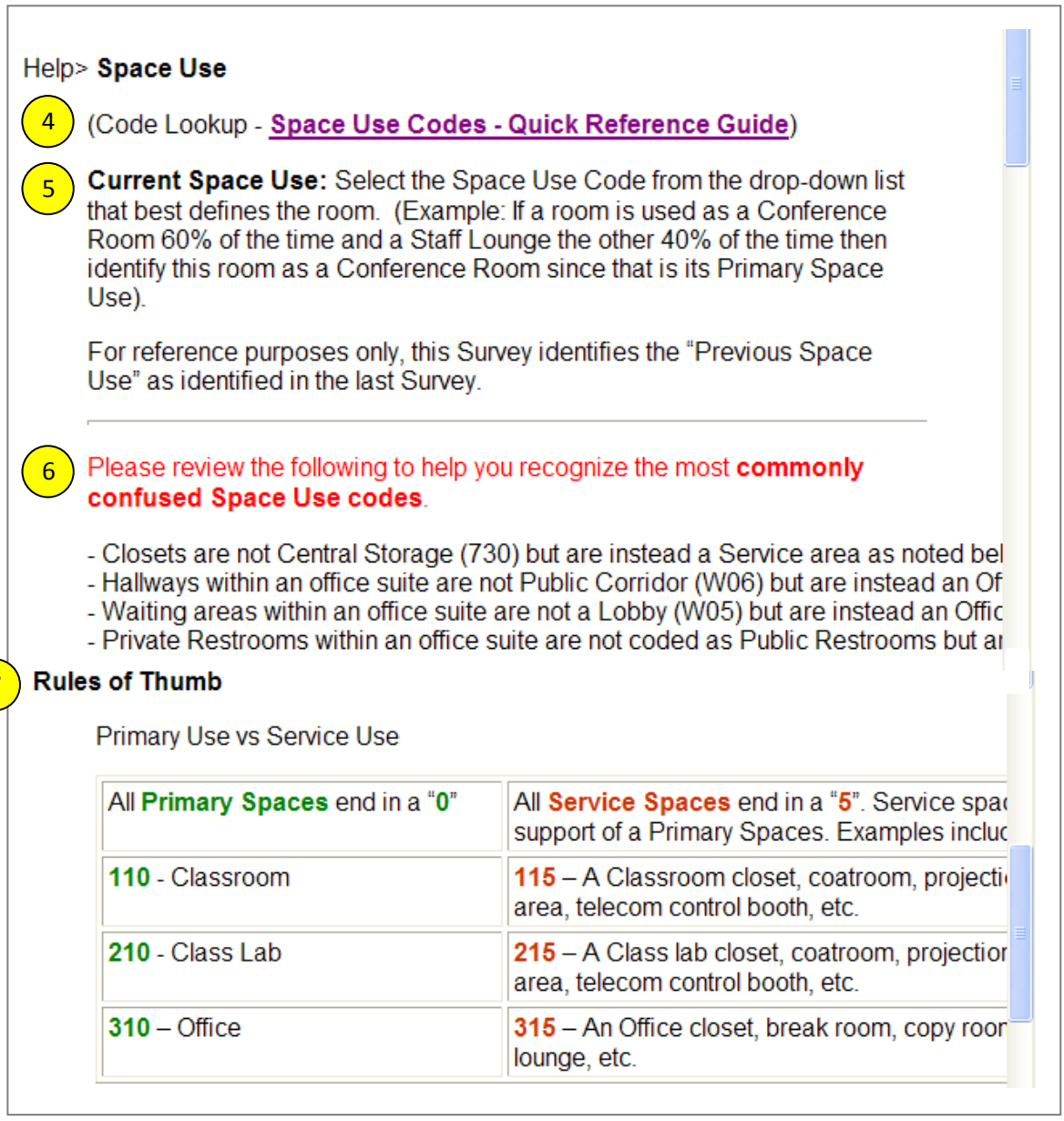

Room Survey Respondent
1 of 2 pages
25/page
Total 40
Edit Bldg Building Room Department Completed
Edit 0597 Woolf Hall 417 XYZ Dept
Edit 0597 Woolf Hall 417A XYZ Dept
Edit 0629 University Hall 468 XYZ Dept
Room Details
1
Occupancy & Use
HELP FILES > Current Dept ID Shared Research Space Use
Current Dept ID
0461000 HEALTH SR
3



1) "Occupancy & Use" help files include: Current Dept ID, Shared , Research, and Space Use

2) "Instructional & Departmental Activities" help files include: Function Codes and CIP Codes

3) Clicking one of the help file links will open a new page. See next page for an example of the available resources provide by the Space Use help file:

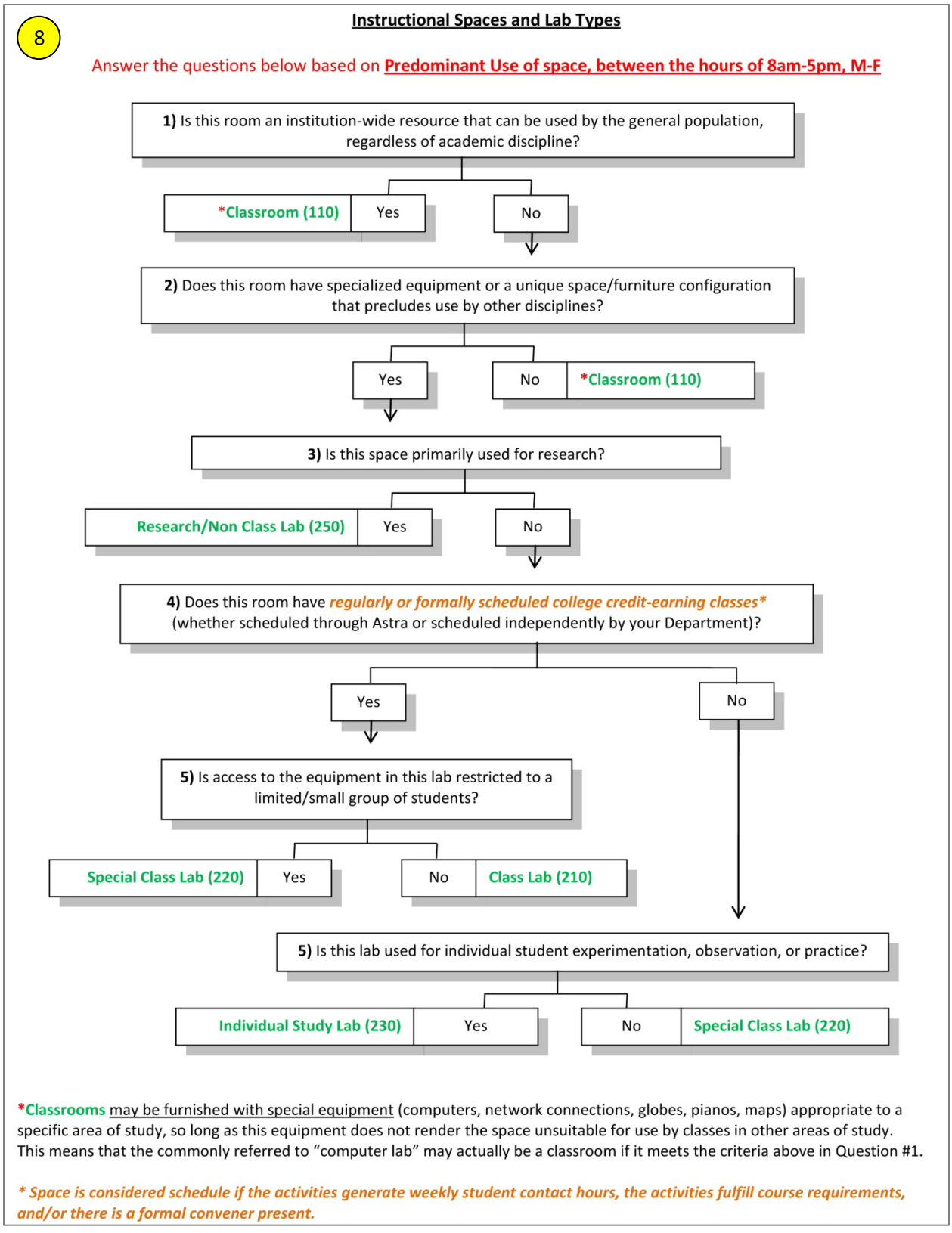

Help> Space Use
4
(Code Lookup - Space Use Codes - Quick Reference Guide)
5
Current Space Use: Select the Space Use Code from the drop-down list that best defines the room. (Example: If a room is used as a Conference Room 60% of the time and a Staff Lounge the other 40% of the time then identify this room as a Conference Room since that is its Primary Space Use).
For reference purposes only, this Survey identifies the "Previous Space Use" as identified in the last Survey.
6
Please review the following to help you recognize the most commonly confused Space Use codes.
- Closets are not Central Storage (730) but are instead a Service area as noted bel
- Hallways within an office suite are not Public Corridor (W06) but are instead an Of
- Waiting areas within an office suite are not a Lobby (W05) but are instead an Offic
- Private Restrooms within an office suite are not coded as Public Restrooms but ar
7
Rules of Thumb
Primary Use vs Service Use
All Primary Spaces end in a "0"
All Service Spaces end in a "5". Service spac
support of a Primary Spaces. Examples includ
110 - Classroom
115 – A Classroom closet, coatroom, projecti
area, telecom control booth, etc.
210 - Class Lab
215 – A Class lab closet, coatroom, projectior
area, telecom control booth, etc.
310 – Office
315 – An Office closet, break room, copy roor
lounge, etc.

4) THECB Code Lookup link for the Quick Reference Guide/Formal THECB Code Definitions (covered in items 1 & 2 of the "THECB Codes" section of this user manual).

5) Code category explanation

6) Commonly confused codes

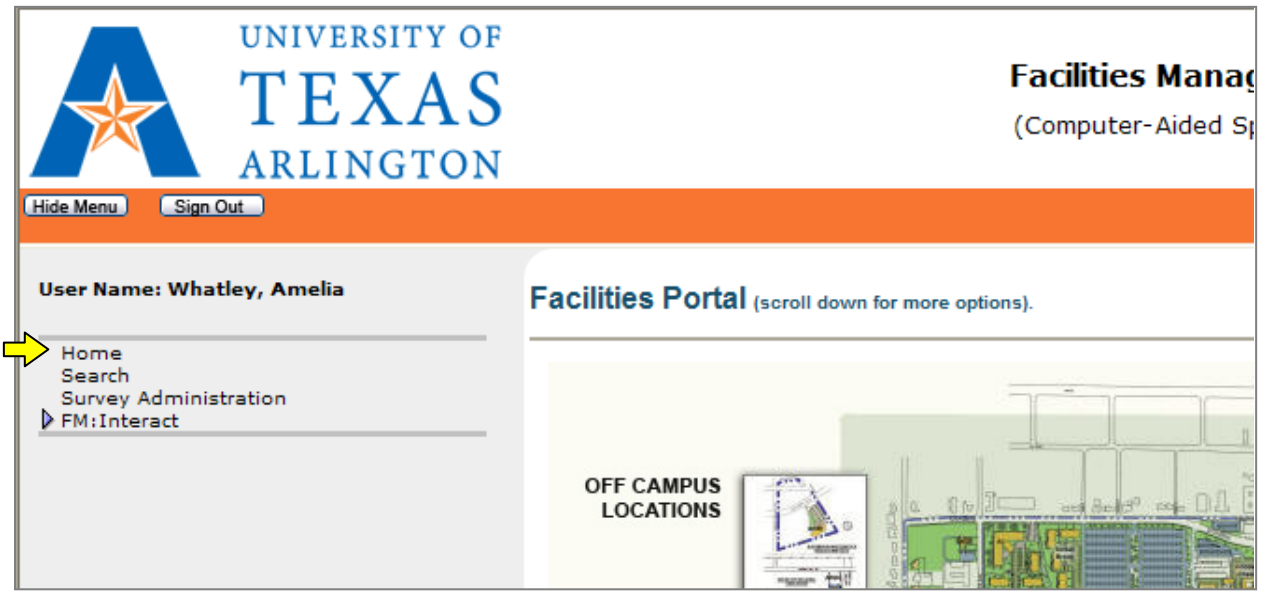
7) Rules of Thumb to help you more quickly understand the THECB coding options


8
Instructional Spaces and Lab Types
Answer the questions below based on Predominant Use of space, between the hours of 8am-5pm, M-F
1) Is this room an institution-wide resource that can be used by the general population, regardless of academic discipline?
*Classroom (110)
Yes
No
2) Does this room have specialized equipment or a unique space/furniture configuration that precludes use by other disciplines?
Yes
No
*Classroom (110)
3) Is this space primarily used for research?
Research/Non Class Lab (250)
Yes
No
4) Does this room have regularly or formally scheduled college credit-earning classes* (whether scheduled through Astra or scheduled independently by your Department)?
Yes
No
5) Is access to the equipment in this lab restricted to a limited/small group of students?
Special Class Lab (220)
Yes
No
Class Lab (210)
5) Is this lab used for individual student experimentation, observation, or practice?
Individual Study Lab (230)
Yes
No
Special Class Lab (220)
*Classrooms may be furnished with special equipment (computers, network connections, globes, pianos, maps) appropriate to a specific area of study, so long as this equipment does not render the space unsuitable for use by classes in other areas of study. This means that the commonly referred to "computer lab" may actually be a classroom if it meets the criteria above in Question #1.
* Space is considered schedule if the activities generate weekly student contact hours, the activities fulfill course requirements, and/or there is a formal convener present.

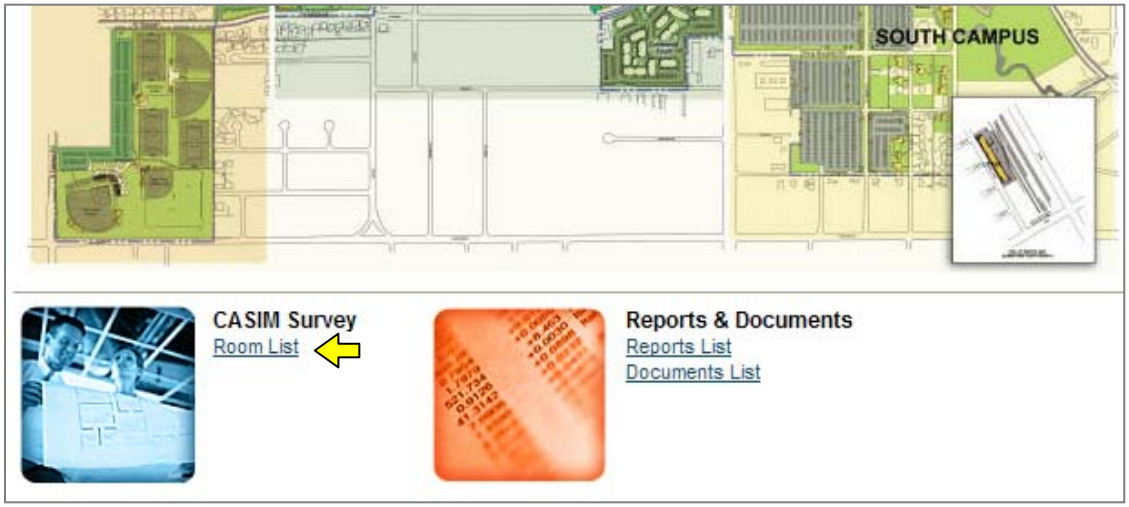
8) Lab Types Identifier Chart is used by those surveying instructional spaces. This chart helps determine whether a space is a classroom, class lab, special class lab, individual study lab, or research/non class lab.

SUBMIT SURVEY AS COMPLETE

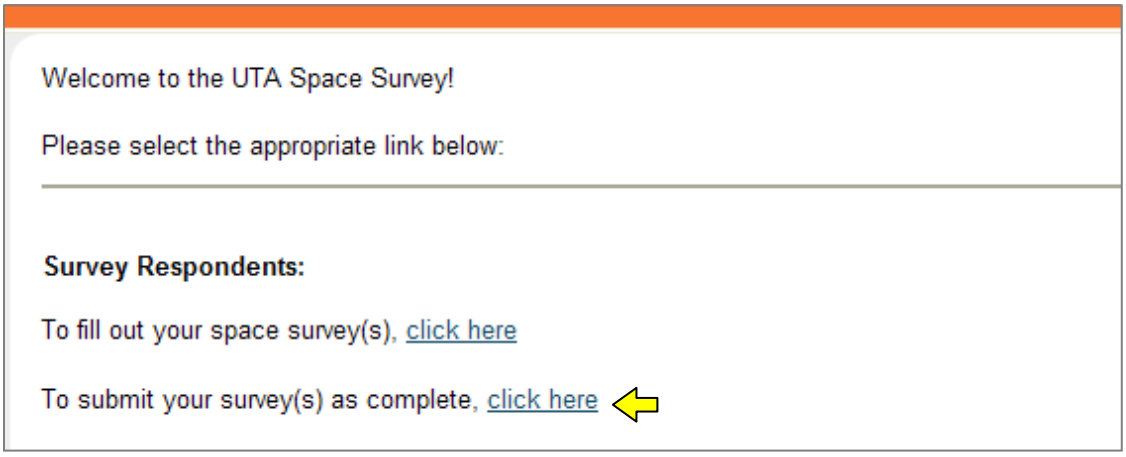
Go to the CASIM homepage by clicking on the “Home” link in the left-hand side navigation menu.



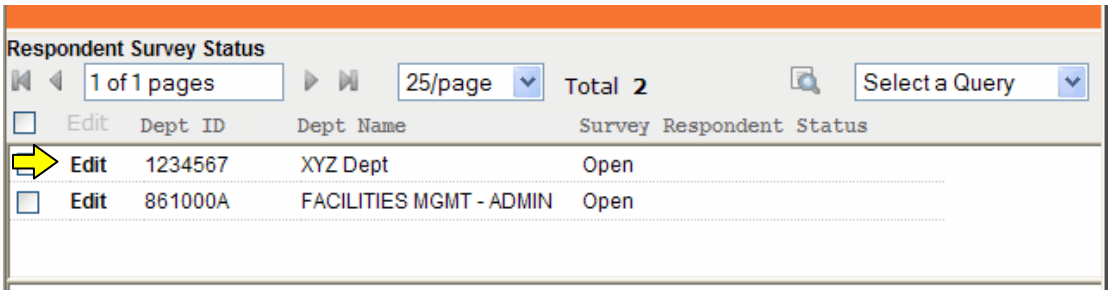
Scroll down to below the UTA map and click on the “Room List” link found under the CASIM Survey heading.



1) On this new page click on the second link that says “To submit your survey(s) as complete, click here”


Welcome to the UTA Space Survey!
Please select the appropriate link below:
Survey Respondents:
To fill out your space survey(s), click here
To submit your survey(s) as complete, click here

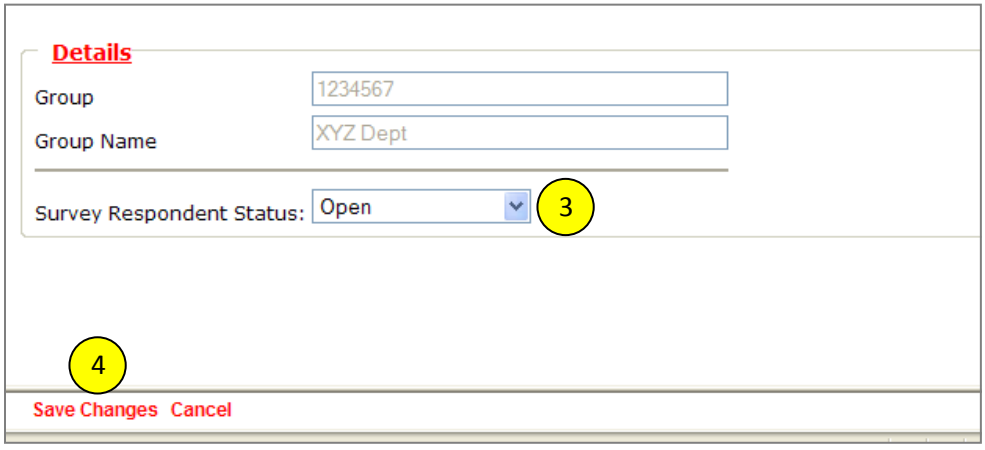
2) Click on the “Edit” link located next to the Dept Name for which the Survey is now completed.



In the new child window located on the lower part of your screen:

3) Change “Survey Respondent Status” to “Completed/Closed”

4) Click “Save Changes”



Appendix A - Space Inventory Reporting
Policies & Procedures

POLICY

The University of Texas at Arlington is responsible for reporting its space inventory to the Texas Higher Education Coordinating Board ("THECB") on an annual basis. This space inventory data includes square footage, space use, space function, classification of instructional program ("CIP"), usage percent, and student capacity (where applicable) for every room/space on campus. Annual submission of this space inventory data (excluding square footages and student capacity) is supplied by the department occupying the space and the data collection is coordinated by the Office of Facilities Management.

It is the responsibility of each academic and administrative department to understand the various THECB codes in order to convey an accurate account of their space inventory to Facilities Management. Individuals who are assigned by their department the responsibility of both understanding THECB coding and keeping Facilities Management updated to departmental space changes are referred to as Space Inventory Respondents ("SIR").

The SIR submits their department's space inventory data through two different means, depending upon the time of year.

1) The annual data submission in which the SIR verifies and updates their space inventory during the month of June is called the CASIM Survey. CASIM, short for Computer-Aided Space Inventory Management, is an online database system purchased by Facilities Management to manage space inventory data.

2) All other space inventory changes, occurring outside of the month of June, are conveyed to Facilities Management through the use of Online Notification Forms located on the Space Inventory Management website.

PROCEDURES

Department

Each reporting department is responsible for selecting at least one individual to be their department's SIR. This individual must have a UTA NetID in order to access CASIM.

CASIM Users

A first time user of CASIM requests access to the system by filling out the following online form: http://www.uta.edu/campus-ops/facilities/space-inventory/accessrequest2.php

Space Inventory Respondents

The SIR is required to:

- Install and operate the CASIM program on their desktop computer by following the instructions found on the Space Inventory Management website http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php

- Reference the THECB Code Manual in order to better understand the definitions and descriptions detailing the space use codes, space function codes, and CIP codes. http://www.uta.edu/campus-ops/facilities/space-inventory/2011Manual-SurveyRespondents.pdf

- Attend the annual CASIM Survey Training sessions held in mid-April.

- Walk/ inspect each room for which they are reporting, in order to verify the accuracy of their THECB coding selection.

- Complete the annual CASIM Survey within the month of June.

- Provide notification of space inventory changes occurring outside the month of June to Facilities Management using the Online Notification Forms found on the Space Inventory Management website. http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php

Support

Technical and THECB coding assistance is provided by the CASIM Administrator Monday-Friday from 8am to 5pm. For assistance please contact:

Amelia Whatley
817-272-0474
awhatley@uta.edu